



COMDTINST 1650.7

JAN 23, 2003

COMMANDANT INSTRUCTION 1650.7

Subj: JOSHUA JAMES 'KEEPER' AWARD

Ref: (a) Boat Crew Qualification Guide - Volume II - Coxswain, COMDTINST M16114.11 (series)  
(b) Boat Crew Qualification Guide - Volume V - Surfman, COMDTINST M16114.14 (series)  
(c) Coast Guard Medals and Awards Manual, COMDINST M1650.25 (series)

1. PURPOSE. This instruction establishes policies, procedures, and standards for the administration of the Joshua James Keeper Award.
2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of headquarters units, assistant commandants for directorates, Chief Counsel, and special staff offices at Headquarters shall ensure that the provisions of this directive are followed. Internet Release Authorized.
3. DIRECTIVE AFFECTED. None.
4. BACKGROUND. The Joshua James Keeper Award is hereby established to honor longevity and outstanding performance in Coast Guard boat operations. The award's namesake, 'Captain Joshua James', is the most celebrated lifesaver in Coast Guard history with 626 lives saved. Only those who exemplified the finest traits of maritime professionalism and leadership, like Joshua James, were appointed as station keepers. The Joshua James Keeper Award winner will hold the distinction until retirement, released from active duty, or upon display of unsatisfactory performance or conduct. One officer or enlisted member will hold the award.
5. DESCRIPTION. The award is a large bronze and wooden display plaque, which depicts Joshua James and an original lifeboat. This plaque will be kept on permanent display at the Hull Lifesaving Museum in Hull, Massachusetts, and display the names of all award winners. Duplicates will be

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NON-STANDARD DISTRIBUTION:

displayed at OINC/XPO school and Coast Guard Headquarters. A miniature version of the plaque is presented to the new recipient upon transfer of the award.

- a. The award recipient will receive custody of a United States Life Saving Service Keeper's hat and other regalia that will be transferred during the award ceremony.
- b. Award recipient will also be given a nametag, which is an authorized item for the prescribed uniform of the day. The nametag is 5/8 inch by 3-3/16 inch in size and has black lettering on a gold background. The lettering size shall be 1/4 inch for the individual's last name and 3/16 inch for the legend "Joshua James Keeper Award." Commandant (G-OCS) will fund and procure two nonstandard nametags per recipient.
- c. Recipient is authorized to wear these items during subsequent retirement ceremonies, commissionings, decommissionings, and other appropriate gatherings in his/her capacity as holder of the Joshua James Keeper Award.
- d. Award items shall not be worn as a replacement for authorized uniform parts during unit inspections, daily routine (items other than nametags), or as part of civilian clothing. They should be kept in an appropriate display case when not in use.

## 6. ELIGIBILITY REQUIREMENTS.

- a. Joshua James Keeper Award.

(1) To be eligible for the Joshua James Keeper Award, candidates must:

- (a) Be a Coast Guard officer or enlisted member who has served on continuous active duty with 10 or more years of accumulated service at boat force units, of which 5 years must have been as commanding officer or officer in charge.
- (b) Be qualified as coxswain in accordance with directives and guidelines in effect at the time of certification, reference (a) or (b), and certification must have been completed on a boat that is attached to a shore unit and designated by Commandant as a standard boat of 30 ft. or greater in length.
- (c) Have not received a derogatory report for any OER reporting period (officer) and/or must have maintained Good Conduct eligibility, and not received a mark less than 4 in the professional dimensions of integrity, loyalty, and respecting others of their enlisted evaluations.
- (d) Officers with enlisted service must have maintained Good Conduct eligibility, and not received a mark less than 4 in the professional dimensions of Integrity, Loyalty, and Respecting Others of their enlisted evaluations.
- (e) Be eligible to hold the distinction for at least 1 year.

- (2) The Joshua James Keeper will be selected from the group of candidates meeting the above criteria on the following basis:
  - (a) The candidate, who meets the performance requirements and has the most cumulative service at Boat Forces units as a CO or OIC will be chosen.
  - (b) In a case in which candidates have the same amount of cumulative service as CO or OIC, the member who possesses the most cumulative service at Boat Forces units will selected.
  - (c) The candidate receiving the award will hold the distinction until retirement or release from active duty.
  - (d) The award may be held only once.

7. DUTIES AND RESPONSIBILITIES. Award recipients are charged with oversight of Coast Guard boat operations to ensure that the Service's traditional professionalism remains intact. Award winners should be invited by area, district, group, and unit commanders to attend and take part in any official ceremony which involves our boat community. In addition to station commissionings, decommissionings, Dining ins/outs, changes of command and oldest stations ceremonies, recipients should also participate in public affairs and public events, which portray our rich heritage. Recipients should also speak at one Coxswain, Surfman, and OINC/XPO resident course annually. Travel to be funded by Commandant (G-OCS). Award holders should notify Commandant (G-OCS) by message or letter, at least annually, listing the events attended in their capacity as Keeper.

a. The steps in the selection process are outlined below:

- (1) Incumbent Keeper and Coast Guard Personnel Command (CGPC) will notify Commandant (G-OCS) when incumbent Keeper is retiring or being released from active duty.
- (2) Commandant (G-O) promulgates an ALCOAST message with notification of pending 'Keeper' vacancy and solicit for nominations of qualified candidates to be submitted via district commanders.
- (3) Commandant (G-O) convenes panel with the following membership:
  - (a) Representatives from Commandant (G-OCS)
  - (b) Two representatives from the UTB System Center and National Motor Lifeboat School.
  - (c) Master Chief Petty Officer of the Coast Guard
  - (d) Incumbent 'Keeper'
- (4) Commandant (G-O) submits selection to Commandant (G-C) for approval.

- b. The panel shall select primary and secondary candidates based on the member's entire service record. Selection shall be based upon longevity, performance, and adherence to Coast Guard core values.
8. CEREMONY LOCATION. Award ceremony will be held at the lifesaving museum in Hull, Massachusetts. This location is also the burial place of Captain Joshua James. The ceremony should be conducted on or immediately prior to the incumbent's official date of retirement or release from active duty. Travel expenses for the new recipient and incumbent, including spouses, will be paid for by Commandant (G-OCS). Commandant (G-O) will serve as the Travel Approving Official for the purposes of the Joshua James Keeper Award Ceremony.
9. QUESTIONS OR COMMENTS. This policy will be incorporated into the next change of the Coast Guard Medals and Awards Manual, COMDTINST M1650.25 (series), reference (c). Questions should be directed to Commandant (G-OCS) at (202) 267-1313.
10. POLLUTION PREVENTION CONSIDERATIONS. Pollution Prevention considerations were examined in the development of this directive and have been determined not to be applicable.
11. FORMS/REPORTS. None.

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Assistant Commandant for Operations